

REFORM AND REDESIGN (R/R) PLAN DEVELOPMENT CHECKLIST

| KEY STEPS | | DUE DATE |
|--|---|-----------------|
| Model Selection and Getting Ready | | |
| <input type="checkbox"/> | Convene key stakeholders to select R/R model | |
| <input type="checkbox"/> | Convene key external support providers to clarify roles, responsibilities, and timelines* | |
| <input type="checkbox"/> | Solidify SCHOOL writing team and process* | |
| <input type="checkbox"/> | Solidify DISTRICT writing team and process* | |
| <input type="checkbox"/> | Communicating priority status with key stakeholders | |
| Developing the Plan | | |
| <input type="checkbox"/> | Examine and select key data to analyze* | |
| <input type="checkbox"/> | Through data dialogues, analyze selected data to identify big ideas* | |
| <input type="checkbox"/> | Review required assurances (see R/R model) and other priority school requirements | |
| <input type="checkbox"/> | Share big ideas and explain process for identifying big ideas with staff and other key stakeholders | |
| <input type="checkbox"/> | Identify or develop instructional program to focus R/R plan* | |
| Drafting the Plan | | |
| <input type="checkbox"/> | Draft SCHOOL -level requirements* | |
| <input type="checkbox"/> | Draft DISTRICT -level requirements* | |
| <input type="checkbox"/> | Examine Title budgets and begin to realign resources with big ideas* | |
| <input type="checkbox"/> | Create unified draft that includes both school- and district-level requirements | |
| <input type="checkbox"/> | Self-assess plan using the checklist from selected R/R model and revise plan* | |
| Submitting Draft Plan | | |
| <input type="checkbox"/> | Review ASSIST webinar on how to submit your draft | |
| <input type="checkbox"/> | Solicit feedback from key stakeholders and make necessary changes | |
| <input type="checkbox"/> | Submit draft R/R plan on ASSIST | 10/8 |
| Re-Aligning Resources | | |
| <input type="checkbox"/> | Solicit ideas from key stakeholders on how to use school-level resources (time, people and money) | |
| <input type="checkbox"/> | Develop draft of set aside budget and revised Title I budget* | |
| Finalizing R/R Plan | | |
| <input type="checkbox"/> | Meet with plan reviewers (school and district representatives) | 10/23-29 |
| <input type="checkbox"/> | Revise plan based on reviewer feedback | |
| <input type="checkbox"/> | Share revised plan with staff and other key stakeholders | |
| <input type="checkbox"/> | Send revised plan to superintendent | |
| <input type="checkbox"/> | Send revised plan to school board | |
| <input type="checkbox"/> | Finalize MOU for operational flexibility | |
| <input type="checkbox"/> | Submit final R/R plan on ASSIST | 11/24 |

*Whether separate teams are formed for completing these steps depends on numerous factors, including the size of the district.